



**DEFENSE LOGISTICS AGENCY
AVIATION
8000 JEFFERSON DAVIS HIGHWAY
RICHMOND, VIRGINIA 23297-5002**

02 APRIL 2020

DLA Aviation's Supplier Operations Commodities Directorate (Richmond, VA) continues to assess and make fluid changes within the Directorate to increase supplier and customer support, along with optimizing the health of our supply chain. Supplier Operations Commodities Directorate's Post Award Division, will re-impose alpha-assigned administrator support. This notice is not for the Original Equipment Manufacturer (OEM) Post Award Division, which is already alpha-assigned.

Beginning on 06 April and extending through 17 April 2020, the Commodities Post Award Division will transition from the current process of having award documents administered through terminal digit assignment (last 2 digits of the NSN) to an alpha assignment. Specifically, contractors will be assigned a single point of contract post award administrator. Award documents will be issued with the assigned post award administrator name, telephone number and email address.

Administrators will continue to require a Purchase Award Request (PAR) be submitted for all inquiries; please do not email the administrator on the award document. All PARs (new, open and in-process) will be redistributed to the new alpha assigned administrators. With this, it is important to communicate that we currently have a significant backlog of existing PARs; therefore we ask for your patience as the newly assigned administrators begin to work with their specific contractors. The PAR system can be accessed via the DIBBS website: <https://www.dibbs.bsm.dla.mil//>

Thank you for your continued support not only to DLA, but most importantly to the warfighter!